

28 August 2024

Dear Parent/ Carer,

I hope this communication finds you well and that you have enjoyed your summer.

I am writing to inform you about some changes in attendance legislation for the next academic year and to clarify the return dates for students.

**Monday 2 September - Year 7, Year 12 and Year 13 return.**

Gates open at 8am. Students are expected on site by 8:17am.

After 8:17am and before 8:45am students are classed as late.

Gates close at 8:45am. Students will be given a U code after 8:45 which means that they are marked absent for the morning session.

All year groups not in attendance are expected to access work on MS Teams, Seneca and/or Sparx Maths.

**Tuesday 3 September - Year 8, Year 9, Year 10 and Year 11 return.**

Gates open at 8am. Students are expected on site by 8:17am.

Gates close at 8:45am. Students will be given a U code after 8:45 which means that they are marked absent for the morning session.

**Important changes to absent procedures are summarised below:**

- All students are expected to have attendance above 97%.
- All students are expected to arrive on site by 8:17am. Free breakfast is from 8am.
- U Codes for late arrival will go into effect from 08:45. Any child arriving after that time will be marked absent for the morning.
- It is a parent/carer's responsibility to contact school every day that the child is absent.
- If your child has 10 sessions or 5 days of unauthorised absence in a 10 week period, the Local Authority will issuing a penalty notice fine.
- Where students are absent or late, meetings will be arranged to set up attendance contracts with parents and students.
- All medical appointments are to be booked at the end of the school day or during the school holiday. If an appointment during the day is unavoidable, the student should attend school before and after the appointment. Providing medical documentation is essential.
- No term time leave can be granted. It is subject to a fine from the Local Authority. After the second fine, the Local Authority will proceed straight to prosecution.
- The Local Authority are increasing term time fines to £160 per parent per child, reduced to £80 if paid within 21 days for the first offence. The 2nd time there is no option for a reduced fine. A third offence will result in a direct prosecution for the Local Authority. This period is measured for 3 years.

We know that our students achieve well when they are in school. Students with over 87% attendance last year achieved the highest grades. They must arrive at the academy before 08:15 every day, ready to learn.

Full uniform expectations apply. Please see the website for more details. Mobile phones should be switched off and in their bags or they will be confiscated.

If you have any questions around attendance, please do not hesitate to contact us and we will be happy to help.

All calendar dates for the academic year can be found on our academy website: [www.dixonsba.com](http://www.dixonsba.com).

Kind regards



Mrs R Fidler  
Principal

